

Public Safety Branch  
Fire Group  
Fire Medical Series

**FIRE MEDICAL SERVICES DEPUTY CHIEF**

05/00 (LBT)

*Summary*

Under direction, manage continuous citywide Fire Medical Services operations through subordinate supervisors.

*Typical Duties*

Plan, develop and evaluate new, changed and current medical service operations: Involves: assisting in short and long term strategic planning; assisting in development and implementation of operational policies and procedures; analyzing and evaluating program effectiveness; reviewing service operations; recommending and developing new and alternative services if required; serving as liaison with other agencies and departments to assist in developing action plans and procedures for special events such as emergency preparedness exercises.

Implement and coordinate districts and shifts engaged in pre-hospital advanced life support medical treatment and patient transportation. Involves: deploying personnel and equipment to meet anticipated or actual emergency response needs on various shifts and districts; responding to requests for hospital diversions and closures; conducting supervisory inspections of field operations; conducting background checks for senior personnel assigned to airport; overseeing controlled medications inventory; ensuring operational readiness of vehicles, medical equipment and communications equipment; recommending acquisition of equipment and vehicles; directing product testing activities; preparing bid specifications and negotiating with outside vendors; completing grant applications; preparing budget requests, and overseeing expenditures; overseeing franchise contracts and compliance; implementing and supervising operations' portion of department's quality assurance, risk management, safety, infection control, stress management and immunization programs.

Serve as Command Officer supervising medical communications and field operations during major incidents such as mass casualty, hazardous material, Combine Search And Rescue (ComSAR) and other specialized calls, as assigned: Involves: taking charge of medical services at incident scene upon arrival and overseeing medical operations; requesting Military Assistance to Safety and Transportation (MAST) helicopter; preparing for weather related incidents associated with inclement weather alerts; deciding when to call in off-duty personnel.

Supervise district supervisors and other personnel as assigned: Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards of conduct and patient care, safety and medical protocols and procedures; conducting internal investigations in response to complaints and recommending appropriate discipline; counseling, motivating and maintaining harmonious working relationships among subordinates; resolving grievances as authorized; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; testifying in court or employee hearings; responding to requests for information; investigating and resolving specific customer complaints; maintaining awareness of current statutory requirements and professional standards; assisting in public awareness programs as assigned; representing the department at various meetings and functions; maintaining records and preparing written and oral reports; ensuring assigned vehicle and equipment are maintained in good working order.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Health Management, Business or Public Administration or related field and six (6) years of pre-hospital emergency medical experience including three (3) years of supervisory experience in emergency medical care; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: principles, practices, methods and equipment of modern emergency medical services; controlling laws and regulations affecting Emergency Medical Service (E.M.S.) activities; occupational hazards associated with emergency medical work. Good knowledge of: management practices and procedures; accounting methods and budget development and control.

Ability to: plan, direct and coordinate activities of a major program within a department; manage multi-shift, continuous operations; create and support self-directed teams; analyze, develop, and set program goals and

objectives; analyze and solve problems; interpret and apply policies and regulations; analyze situations accurately and adopt an effective course of action based on emergency situation and established procedures; make quick and accurate decisions in emergencies; provide emergency patient care at advanced life support levels; firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; resolve conflicts as required and refer employees to stress management programs as needed; establish and maintain effective working relationships with fellow employees, officials, outside agencies and the general public; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports.

Skill in the operation and care of: a motor vehicle through city traffic under normal and emergency conditions; computers and related software, medical and communication equipment.

Physical Effort & Work Environment: Mobility in an office and field environment. Frequent exposure to all kinds of weather and dangerous situations on emergency calls such as hostility and undiagnosed diseases. Occasionally climb, lie down, stoop, kneel, bend and move very heavy objects (100 pounds or more) such as when lifting and carrying injured persons. Periodically pass rigid physical fitness examination.

Special Requirements: Work beyond standard workday or workweek hours as necessary including emergency recall or consultation for all shifts.

Licenses and Certifications: Texas Class "C" Drivers License or equivalent from another state. Completion of an emergency medical care training program that meets the requirements of an Emergency Medical Technician - Paramedic, as established by the Emergency Medical Services Division, Texas Department of Health by time of appointment. Must obtain state and Local Certification as an EMT-Paramedic within six months of date of appointment and maintain certification for duration of employment. Must meet all requirements of Article 447o and 4459b, Vernon's Annotated Texas Statutes and administrative regulations promulgated thereunder.

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Director of Personnel

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Department Head